

FEDERAL -- OPEN TO EVERYONE

SUPERVISORY CASE MANAGEMENT SPECIALIST

SERIES/GRADE: GS-1101-14/

ANNOUNCEMENT NUMBER: AT0016

DEPT OF EDUCATION

REMARKS: REQUEST APPLICATION PACKAGE FOR ANNOUNCEMENT #AT0016.

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C/O US OFFICE OF PERSONNEL MGT

SUITE 956

ATLANTA, GA 30303-3309

Full vacancy announcement follows. Please be sure to review for complete qualification and "How to Apply" information.

U.S. OFFICE OF PERSONNEL MANAGEMENT

Atlanta Service Center ANNOUNCEMENT NUMBER: AT0016
75 Spring Street, S.W., Suite 956 OPEN: 10/26/98

Atlanta, Georgia 30303-3309 CLOSE: 11/16/98

VACANCY ANNOUNCEMENT

POSITION: SUPERVISORY CASE MANAGEMENT SPECIALIST,
GS-1101-14

SALARY: \$65,460 - \$85,104

FILING DEADLINE: Completed applications MUST be RECEIVED BY
11/16/98.

AGENCY/DUTY LOCATION: Department of Education
Atlanta, Georgia

WHO MAY APPLY: This position is open to all United States
citizens.

DESCRIPTION OF DUTIES: Provides second level supervision for a team of 12 to 30 employees in the monitoring and evaluation of post-secondary education institutions' compliance with Title IV student financial aid legislation and regulations. Specific areas include financial analysis, eligibility determination, audit resolution, and program review. The team collects and develops materials and data which may be used in the prosecution of severe violations; conducts on-site reviews; analyzes applications for recertification of Title IV funding; analyzing financial statements; reviewing compliance audits; negotiating transfer of Federal funds; verifying databases for accuracy and compliance; etc. The incumbent identifies problems of policy and procedure; recommends changes in national efforts; prepares reports, etc. Supervisory duties include evaluating subordinate leaders; resolving group grievances and serious complaints; approves expenses; recommends and approves awards; allocates assignments/workload; etc.

BASIC QUALIFICATION REQUIREMENTS: Candidates for this position must:

Have at least one year of specialized experience comparable to the GS-13 level in Federal service. Specialized experience would include experience preparing justifications of requests, reviewing programs, or certifying/recertifying postsecondary level education institutions for Title 4 funding.

BASIS OF RATING: No written test is required. Your rating will be based on an evaluation of your experience, education, and/or training as they relate to the following knowledge, skills, and abilities (KSAs):

1. Ability to supervise.
2. Knowledge of Title IV student financial assistance program administration.
3. Ability to interpret complex laws, regulations, and policies.
4. Skill in oral communication.

5. Skill in written communication.

You should indicate the degree to which you possess the above KSAs by responding to each individually, and enclosing the responses with your application materials.

Passing scores for this position range from 70 to 100 before the addition of veterans preference points (when applicable).

NOTE: Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if rated among the "well-qualified" group of candidates.

"Well-qualified" for this position includes those candidates who achieve a score of 90 or higher, excluding veterans preference points, when evaluated and rated against the KSAs listed above.

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

HOW TO APPLY: You may apply by mail. Submit:

1. An application, such as a resume, Optional Application for Federal Employment, SF 171, or other application of your choice. Please use the label on the last page of this announcement to mail in your completed application.
2. If applicable: SF-15 and proof of veterans preference for 10 point preference - DD Form 214 if claiming 5 points veterans preference

WHAT YOUR APPLICATION OR RESUME MUST CONTAIN:

1. Announcement number, title and grade of the job for which you are applying.
2. Your full name, social security number, mailing address, and telephone number(s).
3. Veterans preference, reinstatement eligibility, and highest federal civilian grade held, if applicable.
4. High school - name, city and State, date of diploma or GED.
5. Colleges and Universities - name, city, State, major(s), type and year of any degree(s) received.
6. Work experience (paid and non-paid experience related to

the job for which you are applying) - include job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours worked per week, and salary.

7. Other job related training, skills (languages, computer software, hardware, tools, machinery, typing speed, etc), certificates and licenses, honor societies, awards, professional memberships, publications, leadership activities, etc.

OTHER INFORMATION:

Persons appointed to Federal jobs in the competitive service must be citizens of the United States. Non-citizens may be appointed if there are no qualified citizens available.

As a condition of employment, male applicants born after December 31, 1959 must certify that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

Your application contains information subject to the Privacy Act (P.L. 93-579, 5 USC 55a). The information is used to determine qualifications for employment, and is authorized under Title 5 of the U.S. Code, Sections 3302 and 3361.

The Federal Government is an equal opportunity employer. All applicants for federal employment will receive consideration without regard to race, color, religion, national origin, sex, political affiliation, age (with authorized exceptions), or any other non-merit factor.

NOTE: You can speed the delivery of your application to our office by simply following these instructions: Cut and paste the address label below to your envelope, approximately 2« inches from the bottom and 3/4 inch from the right side. Use of the label will allow for optical scanning by the Postal Service and will expedite delivery of your application to this office.

MAIL APPLICATIONS TO: U.S. Office of Personnel Management
Atlanta Service Center AT0016
75 Spring Street, S.W., Suite 956
Atlanta, Georgia 30303-3309

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